



# 2024-2025 ENROLLMENT AGREEMENT

Green Hills Child Development, LLC | 3420 Belmont Boulevard | Nashville Tennessee 37215 | Office 615.383.3373 | Fax 615.383.3371 | Parents@GreenHillsChild.com

Green Hills Child Development (*GHCD /the School*) is certified by the State of Tennessee to provide early childhood education and child care services for families with children ages two months old through Kindergarten. In exchange for these services and other valuable consideration, as the Parent(s)/Guardian(s) of

\_\_\_\_\_  
Child's full name (the *Child*)

\_\_\_\_\_  
Date of Birth

legally and financially responsible for his or her care (the *Parent*), Parent agrees as follows:

1. Parent has had an opportunity to tour the School and evaluate its suitability for the Child.  
2. Child's first day may not begin until the initial invoice is paid and this Enrollment Agreement (the *Agreement*) is completed, along with certain other documentation and acknowledgments submitted to the School (or provided to Parent), incorporated here by reference:

- Annual *Registration Form*
- Schedule of effective *Tuition and Fees* (provided to Parent by School)
- Signed and initialed *Enrollment Agreement* (this document)
- TN Dept. of Health Certificate of Immunization (provided by pediatric office to School; may be faxed)
- *Medical Acknowledgment/Emergency Authorization*, with relevant Health History
- *Authorized Pick-up/Emergency Contact List* (with extra page(s), if needed)
- Summary of State of Tennessee child care standards (provided to Parent by School)
- *Parent Policies* (provided to Parent by School)
- Current year *School Calendar* (always available at [www.greenhillschild.com](http://www.greenhillschild.com)).

3. Parent has read the School's *Parent Policies*, including sections on health, thirty (30) days' paid notice of withdrawal, calendar, safety, and expulsion. Parent agrees to abide by all *Parent Policies* and understands the School may alter or amend them or its program, as it deems necessary, providing notice whenever possible. A full copy of the State standards under which the School operates is available for Parents' review.

4. Parent has an ongoing obligation to keep GHCD updated with any subsequent changes to contact, medical or other information required to complete these materials, whether or not prompted by the School to do so.

5. Parent has reviewed the School's *Calendar*, with the holidays and other days when School is closed. Tuition is not reduced due to vacations, holidays, breaks, inclement weather, individual or school-wide illness, In-Service, Conferences or other planned or unplanned absences or closures. The School's academic day is from 8:30AM to 3:30PM, with fee-based Before & After Care available from 7:30AM to 8:30AM and 3:30PM to 5:30PM.

6. If GHCD determines doing so is necessary and requests it (see *Parent Policies*), Parent will promptly arrive to get Child from School. Parent will maintain a sufficient list of Responsible Persons on Child's Authorized Pick-up/Emergency Contact List to respond in cases when Parent cannot. The School does not participate in private babysitting arrangements, and any such off-hours, off-site services that a school employee may agree to provide are beyond their scope of employment but subject to limitations (see *Parent Policies* for details). For example, a GHCD employee may not be added to a family's authorized pick-up list or otherwise sign out/leave in the custody of an enrolled child, and a former employee in good standing may not be added to a family's authorized pick-up list until three (3) months after the date they were last regularly scheduled to work.

7. Parent will pay GHCD the costs of Child's enrollment and participation in a developmentally appropriate group at the specific rates of **Tuition and Fees** in effect for Child's group and for the agreed daily schedule. Promotional incentives, if any, may not be combined and are only effective for the terms & duration indicated.

(a) Tuition and fees are payable by personal check or other means specified in the *Parent Policies*. Payment is due on the 25<sup>th</sup> day of the month preceding the semester or monthly billing period to which it applies. Post-dated checks (dated, for example: "Date: VOID before 4/25/27") may be requested or required to avoid repeat late payments. A late fee of up to 5% is incurred if full payment is not received by the last business day of the month preceding the semester or month to which it applies.

\_\_\_\_\_  
Initials of Parent/Guardian (1)

\_\_\_\_\_  
Initials of Parent/Guardian (2)

\_\_\_\_\_  
Initials authorized for Green Hills Child

(b) A returned check or other declined transaction will incur a \$30 fee; at the School's discretion, a cashier's check or money order may be required to avoid repeat occurrences. Repeated late payment or declined transactions are grounds for suspension of attendance or administrative expulsion.

(c) Any Enrollment Deposit will be divided to reduce amounts payable with the first and final invoices. Enrollment continues until the end of Parent's thirty (30) days' paid written Notice of withdrawal (may be by email to Director or Executive Director), with tuition and fees due during this Notice period for each enrolled child, regardless of the circumstances or attendance, including expulsion initiated by the School (see *Parent Policies* for criteria).

(d) School will communicate with Parent in advance of the time for Child to promote to the next developmental group (see *Parent Policies*), which, along with corresponding tuition rate changes, will usually, but not always, coincide with semester, summer session, or academic year changes.

(e) Parent will abide by the attendance schedule included with tuition, will keep School informed of their family's anticipated usual drop-off and pick-up times, and will give advance notice when substantial variations may occur to those routines. A \$1 per minute fee is incurred when variations from Child's scheduled arrival or departure time occur; see *Parent Policies* section on Before & After Care for additional information.

8. Parent will drop off and pick up Child at routine times that are supportive of group learning dynamics and naptimes. Tardiness/absences may affect Child's educational progress and eligibility to enter the next group or elementary grade.

9. Parent will protect the confidentiality of all School system, property and building access codes with the same care with which Parent protects their own confidential information, and will use the sign-in/sign-out system in effect for Child's classroom, whether electronic and/or paper-based.

10. Parent's *Authorized Pick-up/Emergency Contact* "Responsible Persons" are trusted friends and family members who serve on Parent's behalf. As such, Parent is responsible to communicate to and receive from them any School information related to Child's drop-off or pick-up on a given day, and to ensure they abide by all *Parent Policies*.

11. Parent agrees to observe the maximum five (5) Miles Per Hour vehicle speed limit while on School property, and to observe and abide by other cautionary, regulatory and policy-related notices, whether published by School via email, website, app, text, newsletter, *Parent Policies* or other outdoor or indoor display on School property.

12. Parent understands Child, both individually or as part of a group, will sometimes be photographed or otherwise electronically recorded by School personnel or systems in the ordinary course of Child's playground or classroom activities. Such photos or recordings may be published within the school community (such as a newsletter or display on a classroom or common area wall) but will not be published by GHCD to its website or public-facing social media without Parent's permission (see next paragraph). Parent agrees to avoid publishing photos or recordings of children whose families' social media preferences are unknown to them. Parent understands other families may take such photos or recordings during parties or other events or activities and that School cannot control their dissemination.

13. Parent  gives OR  does not give School permission to include such photos or recordings of Child on the School's official website / public-facing social media profiles. Parent may update this preference by email to Parents@greenhillschild.com. In no case will Child's likeness be included in a paid publicity or marketing campaign without Parent's express written permission in a separate agreement.

14. The foregoing terms of this Agreement, including the **Tuition and Fees**, are subject to change in whole or in part by School with 30 days' notice from the Director. This Agreement may be terminated by the School at any time according to the *Parent Policies*. If the School elects to not exercise or enforce any provision of this Agreement, or waives any right in respect thereto, such election or waiver shall not be construed as constituting a continuing waiver or waiver of any other right. Both parties agree to the use of electronic signatures; electronic copies of this Agreement are valid, once executed.

I have read and accept the terms and conditions in this Agreement and its associated documents:

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AUTHORIZED BY: Printed Name and Signature of Parent/Guardian (1)

Date

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AUTHORIZED BY: Printed Name and Signature of Parent/Guardian (2)

Date

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AUTHORIZED BY GREEN HILLS CHILD DEVELOPMENT: Name and Title

Date